



**AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, NOVEMBER 14, 2012**  
**9:00 A.M.**

SHANNON S. TEMPLET  
DIRECTOR

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*(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)*

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- Roll Call
  - Employee Opportunity to Address the Commission. (No Attachment)
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- 1) Request of the Office of Behavioral Health to speak to the Commission regarding the proposed outsourcing of inpatient services for 32 adult acute and 50 child/adolescent beds at Southeast Louisiana Hospital (SELH). **For Informational purposes only - No Commission action required at this time.** (Dr. Anthony Speier, Assistant Secretary, Cindy Rives, Deputy Assistant Director, and Richard Kramer, Director of Hospitals and CEO of SELH to sign-in upon arrival in order to address the Commission.)
  - 2) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2012-027)
  - 3) Request of the Department of Culture, Recreation and Tourism – New Orleans City Park (NOCP), in accordance with State Civil Service Rule 4.1(d)2: <sup>1</sup> To extend exemption authority from the classified service for (97) positions; and <sup>2</sup> Request authority to exempt (14) new positions from the classified service. **State Civil Service recommends approval of these exemptions from the state classified service, effective November 14, 2012 through June 30, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
  - 4) Request of the Louisiana Housing Corporation to exempt (1) position of Policy Director from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 2012 through October 30, 2015. **State Civil Service recommends approval to exempt this position from the classified service, with effective date of November 14, 2012 through October 30, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
  - 5) Request of the Louisiana Housing Corporation to exempt (1) position of Director of Governmental Affairs from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective October 29, 2012 through October 28, 2015. **State Civil Service recommends approval to exempt this position from the classified service, with effective date of November 14, 2012 through October 28, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
  - 6) Request of the Teachers' Retirement System of Louisiana to establish a Dual Career Ladder Policy for Information Technology positions, in accordance with State Civil Service Rule 5.9, effective November 14, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

- 7) Request of the Department of Transportation and Development to increase Premium Pay for Human Resources jobs from \$1.00 per hour, to \$2.00 per hour, for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective November 12, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 8) Request of the Housing Authority of Shreveport for a permanent Optional Pay adjustment of 3% (with 7% having already been granted by the agency) for Linder Henry, Housing Area Manager, in accordance with State Civil Service Rule 6.16.2, effective September 18, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 9) Request of State Civil Service to ratify, in accordance with State Civil Service Rule 17.3, an exception to State Civil Service Rule 17.20(a), to the *Department of Public Safety and Corrections, Corrections Services, C. Paul Phelps Correctional Center.* **State Civil Service recommends ratification of the exception, which was given interim approval by the Director on October 10, 2012, with an effective date of close of business November 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 10) Request of the Office of Juvenile Justice (OJJ) for two exceptions to the Overtime Rules in accordance with State Civil Service Rule 21.13: <sup>1</sup> An exception to State Civil Service Rule 21.11(a), in order to carry forward straight compensatory leave from fiscal year ending June 30, 2012 to the fiscal year beginning July 1, 2012, up to 540 hours for essential services; and <sup>2</sup> An exception to State Civil Service Rule 21.11(c), to allow an additional (90) days from September 30, 2012, to allow employees the use of straight compensatory leave in excess of the 540 hour cap. **State Civil Service recommends approval of these exceptions.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 11) Request of the Department of Revenue for an extension of Nina Fogleman in a job appointment, Revenue Tax Analyst, in accordance with State Civil Service Rule 23.5(a), effective November 29, 2012 through November 28, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 12) Consideration of the Minutes of the Commission Meeting held on October 2-3, 2012.
- 13) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Department of Natural Resources
  - Department of Public Safety and Corrections – Probation and Parole
  - Louisiana Commission on Law Enforcement
  - Louisiana Department of Revenue
  - Louisiana Real Estate Commission and Louisiana Real Estate Appraisers Board(Appearance by Melinda Robert of the Department of Civil Service.)
- 14) Request of Louisiana State University – Baton Rouge to establish a Perquisites policy, in accordance with State Civil Service Rule 6.3.1, to pay a lump sum of \$100.00 annually for a shoe allowance for the Traffic Control Officers, Booth Guards and Maintenance staff in the Department of Parking, Traffic and Transportation, effective November 14, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, NOVEMBER 14, 2012**

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- 15) Consideration of the following requests to amend Optional Pay policies, in accordance with State Civil Service Rule 6.16.2, effective November 14, 2012. **Department recommends approval for each request below.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- a. Louisiana Used Motor Vehicle Commission – amend policy.
  - b. Huey P. Long Medical Center – amend policy.
- 16) Request of the Department of Wildlife and Fisheries to establish a Payment for Attainment of an Advanced Degree policy, to grant employees a base pay increase up to 10%, in accordance with State Civil Service Rule 6.16(h), effective November 14, 2012. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 17) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for agencies that submitted Layoff Avoidance plans after October 1, 2012. **State Civil Service recommends ratification of each of these plans, which were given interim approval by the Director, with an effective date of October 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

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- Director's Report
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.)**
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